

# KEY SPOUSE MENTOR (KSM) POSITION DESCRIPTION

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The KSM is a volunteer, selected and appointed in writing by the unit (CC) to act as an official unit readiness representative. The unit CC may choose whomever he/she deems qualified to perform as a KSM. There is no requirement for a KSM to be the unit CC's spouse, nor a requirement for the KSM to have previously served as a Key Spouse (KS). The KSM serves as a trusted agent between unit leadership, its members and families. The KSM works with the Unit Leadership Team to plan, coordinate, and execute the unit Key Spouse Program (KSP).

A KSM is an effective representative and a knowledgeable role model for the KS Leadership Team and unit families. It is the KSM's years of personal first-hand experience of the military lifestyle and specialized skills of advocacy, influence, community awareness, Air Force connections, along with the Air Force's vision and priorities that make KSM volunteers ideal for this position.

Through two-way communication and a direct connection to unit leadership via deliberate and regular meetings and interactions, the KSM (alongside the KS) advocates for unit needs and concerns, and assists the CC in identifying unit strengths and challenges. All KSs/KSMs are volunteers and accountable to the CC (or designee), not another KS/KSM; thus both have equal status regardless of their experience level or time of service and one is not to be appointed as lead or supervisor over another.

KSM volunteers are, IAW 10 USC 1588, required to comply with the Privacy Act of 1974 (see 10 USC 1588(d) (C)), and as such, providing KSMs with access to Privacy Act Information is not a prohibited disclosure as long as the disclosure is in connection with the performance of official duties as a KSM; and information is protected by utilizing the Privacy Act of 1974 Cover Sheet.

## **KEY SPOUSE MENTOR DUTIES AND RESPONSIBILITIES:**

- Mentor the unit KS(s) (share experiences, advise, provide support/encouragement).
- Actively participate in unit and installation functions.
- Offer information/referral to families on community agencies and resources.
- Protect personal identifying information (PII) and will comply, IAW 10 USC 1588, with the Privacy Act of 1974 (see 10 USC 1588(d) (C)); will use Privacy Act Cover Sheet.
- Help unit leadership recognize and show appreciation to unit KS(s).
- Recruits and encourages new Air Force spouses to attend Heart Link.
- Track volunteer hours and information disseminated.
- Submit resignation to unit CC when necessary.

**Desired Qualities:** Exceptional oral and written communication skills; ability to plan and organize; has a high functioning knowledge of installation agencies, units, senior AF leadership and spouse networks, or can quickly establish a knowledge of; ability to work cooperatively with unit KS(s), Unit Leadership Team and installation KS/KSMs; can adhere to privacy and confidentiality guidelines; has ability to avoid conflict of interest; a positive outlook on the military lifestyle; ability and willingness to complete required training; possesses strong self-awareness; prepared to support new and experienced military spouses.

**Required Training:**

1. One-time completion of standardized KSP Initial Training (8 Modules, 6 hours)
2. One-time completion of standardized KSP Mentor Training (1 hour)
3. Standardized Refresher Training (1-hour, required recurring training only upon PCSing), developed for KSs and KSMs returning to official KS/KSM duties (signed appointment letter by a unit commander) following a PCS to a new duty location
4. To remain current on community programs/resources for families, it is highly recommended that KSMs participate in quarterly continuing education opportunities provided by the A&FRC
5. Annual Suicide Awareness Training
6. Annual Sexual Assault Prevention and Response (SAPR) Training